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**REGULAR MINUTES**  
**August 21, 2024**  
**ACTION MINUTES**

**General Manager Bingham reported for the record Eric Rewitzer submitted a letter of resignation from his position as Director and Chairman effective immediately.**

**1. CALL TO ORDER:** The meeting was called to order by Vice-Chairman Raymond at 6:00 p.m.

**2. ROLL CALL: Via Phone**

Director Karla Christensen  
Director John Chapman  
Director Anita Ebbinghausen  
Director Roscoe Raymond

Candi Bingham, General Manager -Via Phone  
Leslie Garrett, Office Manager  
Gisele Wurzbarger, Board Clerk – Via Phone

**ABSENT:** None

**3. PLEDGE OF ALLEGIANCE:** Vice-Chairman Raymond led the Pledge of Allegiance.

**4. AGENDA:**

General Manager Bingham requested the following items be placed on the Agenda.

- a. Appoint new Chairman and Vice-Chairman.
- b. Managerial Consolidation with Amador Water Agency.

**Motion by Board Member Christensen, seconded by Board Member Ebbinghausen and carried by a 4 to 0 vote to approve the Regular Agenda dated August 21, 2024, as amended.**

**AYES:** Chapman, Christensen, Ebbinghausen, Raymond  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**4a. Appoint new Chairman and Vice-Chairman. Discussion/Action**

**Motion by Board Member Ebbinghausen, seconded by Board Member Chapman and carried by a 4 to 0 vote to approve the Appoint Board Member Raymond as Chairman and Board Member Christensen as Vice-Chairman.**

**AYES:** Chapman, Christensen, Ebbinghausen, Raymond  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:**

None.

**6. MINUTES: Discussion / Approval.**

a. July 17, 2024, Regular Meeting.

**Motion by Board Member Chapman, seconded by Chairman Raymond and carried by a 4 to 0 vote to approve the Minutes dated July 17, 2024, as presented. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**7. CONSENT ITEMS:**

a. Monthly Financial Statements and Bank Accounts - Period Ending July 31, 2024.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion.

b. Expenditure Report - Submitted Check Approval through July 31, 2024.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion.

**Motion by Chairman Raymond, seconded by Vice-Chairman Christensen and carried by a 4 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending May 31, 2024 and June 30, 2024. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**8. MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring action will be placed on an upcoming agenda for consideration.

a. Monthly Operations Report.

**July 1, thru July 31, 2024 Water Production/Sold Information:**

Well 2 - 465,190 gallons      Total Produced - 1,788,190 gallons

Well 3R – 536,100 gallons      Total Sold – 964,719 gallons

Well 6R    786,900 gallons              Unaccounted Loss - 46%

Staff Hours: Water 71.50 hours

**July 1 thru July 31, 2024 Wastewater Production:**

Influent flow: 976,300 gallons      Effluent Discharged: 850,600 gallons

Staff Hours: Wastewater 27.50 hours

b. Monthly General Manager Report – Period Ending July 2024.

The Monthly General Manager Report included updates from the General Manager. The following items were discussed - see report for complete details.

1. Distribution Reimbursement
2. Fern Ongoing Leak/Investigation Update

**9. BOARD MATTERS:** Discussion/Action.

**a. Distribution Project Update.** Discussion/Action.

General Manager Bingham reported the District only received 2 bids for the project. The District's funding award is 7.5 million.

1. Mozingo Construction in the amount of \$14,932,400
2. McGuire & Hester in the amount of \$19,608,974

These bids were forwarded to the State. Our project manager spoke with his supervisor and reported the State will not increase our awarded funds by those amounts. Our District for funding is a level 7, which does not qualify for additional funding in those amounts. The State is only funding districts with levels of 1 – 3 which are districts that have dangerous water levels and/or contamination. Fortunately/unfortunately our district has never received any such testing.

The State is willing to accept and fund a reduced scope project. KASL engineering, Amador Water Agency and General Manager Bingham have been working together to put together a new scope to submit to the State. The new scope would include Circle Tank, new distribution lines, new meters and possibly some fire hydrants. She also noted they will be negotiating cost breakdown with the selected Contractor.

General Manager Bingham requested Board's approval on this new scope and noted it will be presented at the next Board Meeting for consideration.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion.

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen and carried by a 4 to 0 vote to approve Staff to move forward with the Distribution Project New Scope Reduction Proposal.**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**b. Budget 2024/2025 Suggested Revisions.** Discussion/Action.

General Manager Bingham provided the revised Profit & Loss Budget Overview July 2024 through June 2025. She reported 20 percent was added per the Board's request. She stated the bottom line for the Budget for Sewer and Water were both negative figures.

Chairman Raymond stated once the Distribution repairs are made the figures should improve.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion.

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen and carried by a 4 to 0 vote to approve Budget 2024/2025 with a condition that the Distribution Project repairs will improve the Budget figures in the near future.**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

Vice-Chairman Christensen inquired if the Annual Audit had been scheduled. General Manager Bingham stated it should be done by October.

**c. Rate Increase/Proposition 218 Procedure. Discussion/Action.**

General Manager Bingham provided a five-year rate increase plan. She stated the District cannot continue to operate with the current rates versus current and increasing expenses. Ten years ago the District had a rate study conducted and the rates are approximately \$10 behind what they should have been. There has been only one successful rate increase in the last 15 years.

- Yearly loss per the current proposed Budget for the first-year rate increase, then added 10% yearly for each year after.
- Yearly loss divided by 12 months to get the monthly shortfall divided by 215 water customers. This provides the amount each customer needs to pay to cover the District's first year shortfall as proposed in the 2024-2025 Budget.
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- For the base rate – added 10% for each consecutive year's rate increase.
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- For the first tier – added \$1 for each year's rate increase (most customers fall with the first and second tier).

Also provided was a detail breakdown of the proposed Water Rates and Water Usage Rates for the 5 years rate increase plan. In order to meet a January 1, 2025 Rate Increase the District needs to start the Proposition 218 process.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion.

After considerable discussion the following motion was made:

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 4 to 0 vote to start the Proposition 218 Process for the Proposed Water Rate Increase with an effective date of January 1, 2025. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**d. Managerial Consolidation with AWA. Discussion/Action.**

General Manager Bingham reported she received notice from Larry McKenney about a letter being sent to Brian Kidwell, Water Resource – SAFER Northern Engagement Unit regarding Technical Assistance for Potential Managerial Consolidation of River Pines Public Utility District into Amador Water Agency.

General Manager Bingham stated Briain Kidwell is requesting a letter from the District approving Amador Water Agency’s request for Technical Assistance for Potential Managerial Consolidation of River Pines Public Utility District into Amador Water Agency. General Manager Bingham stated she would provide the Water Resource – SAFER Northern Engagement Unit link on the District’s website.

Consolidation is the joining of two or more water systems, which commonly includes a smaller system being absorbed into a larger water system. When a physical consolidation occurs, one water system is dissolved, and its customers are provided service by another existing water system.

If the Board doesn’t approve this consolidation with Amador Water Agency, Amador Water Agency could stop their current services and the District would have to hire Wastewater and Water Operators level 4/5.

General Manager Bingham stated the District can negotiate all District properties and what ownership could be transfer to the RPRA. Chairman Raymond stated he would assist the RPRA in determining what needs to be done. Board Member Ebbinghausen requested a list of all District properties. General Manager Bingham stated she would provide the list.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion.

After considerable discussion the following motion was made:

**Motion by Board Member Ebbinghausen, seconded by Board Member Chapman, and carried by a 3 to 1 vote to approve General Manager Bingham drafting the letter to Brian Kidwell, Water Resource – SAFER Northern Engagement Unit approving Technical Assistance for Potential Managerial Consolidation of River Pines Public Utility District into Amador Water Agency. Motion passed by the following vote:**

**AYES: Chapman, Ebbinghausen, Raymond**  
**NOES: Christensen**  
**ABSTAIN: None**  
**ABSENT: None**

**10. BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.

- a. Capital Improvements and general repairs necessary at the District. Continued Item.  
None.

**11. COMMITTEE COMMENTS/REPORTS:** Continued Item.

- a. Water Rights Committee. Discussion/Possible Action.

Vice-Chairman Raymond reported the dam was taken down. He is currently trying to fix some of the boards. General Manager Bingham stated she would prepare the report to the State that the dam has been taken down August 3, 2024.

**12. FUTURE AGENDA TOPICS:**

- 1. Distribution Project Update. Discussion/Action
- 2. Proposition 218 Procedure. Discussion/Action

**ADJOURNMENT:** The meeting adjourned at 7:12 p.m. to the scheduled meeting on September 18, 2024.

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**August 2024**

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	Sewer	Water	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Amador County Auditor's Warrant</b>				
Secured Appointment	4,586.97	4,586.98	0.00	9,173.95
<b>Total Amador County Auditor's Warrant</b>	4,586.97	4,586.98	0.00	9,173.95
<b>Base Fee Income</b>				
Maintenance Fees	325.00	325.00	0.00	650.00
Sewer	16,494.10	0.00	0.00	16,494.10
Voluntary Lock-Off	87.50	87.50	0.00	175.00
Water	0.00	13,039.27	0.00	13,039.27
<b>Total Base Fee Income</b>	16,906.60	13,451.77	0.00	30,358.37
<b>Variable Income</b>				
Late Fees	240.51	270.34	0.00	510.85
Service Connection Fee	32.86	32.89	0.00	65.75
Water - Usage	0.00	7,341.11	0.00	7,341.11
<b>Total Variable Income</b>	273.37	7,644.34	0.00	7,917.71
<b>Total Income</b>	21,766.94	25,683.09	0.00	47,450.03
<b>Gross Profit</b>	21,766.94	25,683.09	0.00	47,450.03
<b>Expense</b>				
<b>Board Members</b>				
Salary	187.50	187.50	0.00	375.00
<b>Total Board Members</b>	187.50	187.50	0.00	375.00
<b>Contracted Expenses</b>				
Board Clerk	150.00	150.00	0.00	300.00
Manager	1,907.34	1,907.34	0.00	3,814.68
<b>Total Contracted Expenses</b>	2,057.34	2,057.34	0.00	4,114.68
<b>Payroll</b>				
Employee	1,072.10	1,072.11	0.00	2,144.21
<b>Total Payroll</b>	1,072.10	1,072.11	0.00	2,144.21
<b>Sewer Expenses</b>				
Amador Water Agency				
Operation Repairs	0.00	0.00	15,000.00	15,000.00
<b>Total Amador Water Agency</b>	0.00	0.00	15,000.00	15,000.00
Electricity - Sewer	7,500.00	0.00	0.00	7,500.00
Permit/Fees	150.00	0.00	0.00	150.00
SCADA Service	700.00	0.00	0.00	700.00
Telephone - Sewer	464.05	0.00	0.00	464.05
Testing - Sewer	170.00	0.00	0.00	170.00
<b>Total Sewer Expenses</b>	8,984.05	0.00	15,000.00	23,984.05
<b>Town Hall Expenses</b>				
Landscape/Cleanup	25.00	25.00	0.00	50.00
<b>Total Town Hall Expenses</b>	25.00	25.00	0.00	50.00
<b>Water/Distribution Expenses</b>				
Amador Water Agency				
Operation Repairs	0.00	0.00	0.00	0.00
<b>Total Amador Water Agency</b>	0.00	0.00	0.00	0.00
Electricity - Water	0.00	3,566.73	0.00	3,566.73
Parts/Supplies	0.00	1,115.02	0.00	1,115.02
Permit Fees	0.00	150.00	0.00	150.00
SCADA Service	0.00	300.00	0.00	300.00

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**August 2024**

	Sewer	Water	Unclassified	TOTAL
Water Testing	0.00	268.00	0.00	268.00
Total Water/Distribution Expenses	0.00	5,399.75	0.00	5,399.75
<b>64900 · Office Expenses</b>				
Equipment	137.00	137.00	0.00	274.00
Software	126.29	126.30	0.00	252.59
Supplies	163.94	174.60	0.00	338.54
Website Service	31.50	31.50	0.00	63.00
Total 64900 · Office Expenses	458.73	469.40	0.00	928.13
<b>68600 · Utilities</b>				
Disposal	65.72	65.72	0.00	131.44
Electricity - Office	0.00	46.55	0.00	46.55
Electricity - Town Hall	46.54	0.00	0.00	46.54
Electricity - Street Lights	131.67	131.67	0.00	263.34
68100 · Telephone - Office	28.80	28.80	0.00	57.60
Total 68600 · Utilities	272.73	272.74	0.00	545.47
Total Expense	13,057.45	9,483.84	15,000.00	37,541.29
Net Ordinary Income	8,709.49	16,199.25	-15,000.00	9,908.74
<b>Other Income/Expense</b>				
Other Income				
Wireless Site Lease	250.00	250.00	0.00	500.00
Total Other Income	250.00	250.00	0.00	500.00
Other Expense				
Distribution Project	0.00	2,368.68	0.00	2,368.68
Monitor Wells - Sewer	255.00	0.00	0.00	255.00
Total Other Expense	255.00	2,368.68	0.00	2,623.68
Net Other Income	-5.00	-2,118.68	0.00	-2,123.68
<b>Net Income</b>	<b>8,704.49</b>	<b>14,080.57</b>	<b>-15,000.00</b>	<b>7,785.06</b>

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**River Pines Public Utility District**  
**Profit & Loss by Class**  
**September 2024**

	Sewer	Water	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Base Fee Income</b>				
Maintenance Fees	325.00	325.00	0.00	650.00
Sewer	16,420.30	0.00	0.00	16,420.30
Voluntary Lock-Off	70.00	70.00	0.00	140.00
Water	0.00	13,039.27	0.00	13,039.27
<b>Total Base Fee Income</b>	16,815.30	13,434.27	0.00	30,249.57
<b>Variable Income</b>				
Late Fees	945.13	988.99	0.00	1,934.12
Reconnection Fee	0.00	150.00	0.00	150.00
Returned Check Fee	0.00	290.00	0.00	290.00
Service Connection Fee	32.86	32.89	0.00	65.75
Water - Usage	0.00	4,834.38	0.00	4,834.38
<b>Total Variable Income</b>	977.99	6,296.26	0.00	7,274.25
<b>Total Income</b>	17,793.29	19,730.53	0.00	37,523.82
<b>Gross Profit</b>	17,793.29	19,730.53	0.00	37,523.82
<b>Expense</b>				
<b>Board Members</b>				
Salary	150.00	150.00	0.00	300.00
<b>Total Board Members</b>	150.00	150.00	0.00	300.00
<b>Contracted Expenses</b>				
Manager	1,907.34	1,907.34	0.00	3,814.68
<b>Total Contracted Expenses</b>	1,907.34	1,907.34	0.00	3,814.68
<b>Payroll</b>				
Employee	1,077.86	1,077.87	0.00	2,155.73
<b>Total Payroll</b>	1,077.86	1,077.87	0.00	2,155.73
<b>Sewer Expenses</b>				
Amador Water Agency Operation Repairs	0.00	0.00	15,000.00	15,000.00
<b>Total Amador Water Agency</b>	0.00	0.00	15,000.00	15,000.00
SCADA Service	700.00	0.00	0.00	700.00
Telephone - Sewer	462.16	0.00	0.00	462.16
Testing - Sewer	160.00	0.00	0.00	160.00
<b>Total Sewer Expenses</b>	1,322.16	0.00	15,000.00	16,322.16
<b>Water/Distribution Expenses</b>				
Amador Water Agency Operation Repairs	0.00	0.00	0.00	0.00
<b>Total Amador Water Agency</b>	0.00	0.00	0.00	0.00
Chlorine	0.00	1,146.98	0.00	1,146.98
SCADA Service	0.00	300.00	0.00	300.00
Water Testing	0.00	893.00	0.00	893.00
<b>Total Water/Distribution Expenses</b>	0.00	2,339.98	0.00	2,339.98
<b>64900 · Office Expenses</b>				
Equipment	137.00	137.00	0.00	274.00
Printing	0.00	137.32	0.00	137.32
Software	126.29	126.30	0.00	252.59
Supplies	57.27	57.27	0.00	114.54
Website Service	31.50	31.50	0.00	63.00
<b>Total 64900 · Office Expenses</b>	352.06	489.39	0.00	841.45



**River Pines Public Utility District  
Profit & Loss by Class  
September 2024**

	<u>Sewer</u>	<u>Water</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>68600 · Utilities</b>				
<b>Disposal</b>	65.72	65.72	0.00	131.44
<b>68100 · Telephone - Office</b>	28.80	28.80	0.00	57.60
<b>Total 68600 · Utilities</b>	<u>94.52</u>	<u>94.52</u>	<u>0.00</u>	<u>189.04</u>
<b>Total Expense</b>	<u>4,903.94</u>	<u>6,059.10</u>	<u>15,000.00</u>	<u>25,963.04</u>
<b>Net Ordinary Income</b>	12,889.35	13,671.43	-15,000.00	11,560.78
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Wireless Site Lease</b>	250.00	250.00	0.00	500.00
<b>Total Other Income</b>	<u>250.00</u>	<u>250.00</u>	<u>0.00</u>	<u>500.00</u>
<b>Other Expense</b>				
<b>Distribution Project</b>	0.00	5,888.16	-16,984.00	-11,095.84
<b>Total Other Expense</b>	<u>0.00</u>	<u>5,888.16</u>	<u>-16,984.00</u>	<u>-11,095.84</u>
<b>Net Other Income</b>	<u>250.00</u>	<u>-5,638.16</u>	<u>16,984.00</u>	<u>11,595.84</u>
<b>Net Income</b>	<u><u>13,139.35</u></u>	<u><u>8,033.27</u></u>	<u><u>1,984.00</u></u>	<u><u>23,156.62</u></u>



**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
**As of September 30, 2024**

Type	Date	Num	Name	Memo	Amount
Deposit	08/29/2024			Deposit	335.81
Check	08/30/2024		RingCentral		-57.60
Check	08/30/2024		Staples		-46.96
Deposit	08/30/2024			Deposit	376.69
Check	09/01/2024		Candi Bingham		-1,907.34
Check	09/03/2024		Google Services		-129.60
Deposit	09/03/2024			Deposit	300.00
Deposit	09/03/2024			Deposit	370.00
Invoice	09/04/2024	95373	Neel, Ronald & Christine	Bank Fee for Non-Sufficient ...	-100.00
Check	09/04/2024		GetStreamline		-63.00
Check	09/04/2024		RJPro		-274.00
Deposit	09/05/2024			Deposit	1,392.67
Check	09/05/2024	14396	Staples	Prop 218	-137.32
Deposit	09/05/2024			Deposit	776.92
Check	09/06/2024		Leslie Garrett		-1,077.86
Check	09/06/2024		Adobe PDF		-19.99
Deposit	09/06/2024			Deposit	349.49
Check	09/09/2024		Staples		-17.12
Deposit	09/09/2024			Deposit	1,721.12
Deposit	09/10/2024			Deposit	332.00
Deposit	09/10/2024			Deposit	504.34
Deposit	09/11/2024			Deposit	23,538.24
Deposit	09/11/2024			Deposit	1,271.04
Bill Pmt -Check	09/12/2024	14395	Amador Water Agency	30018	-15,000.00
Bill Pmt -Check	09/12/2024	14396	Anita Ebbinghausen	Sept Wage	-75.00
Bill Pmt -Check	09/12/2024	14397	Brent Stewart, P.E.		-1,000.00
Bill Pmt -Check	09/12/2024	14398	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	09/12/2024	14399	california Laboratory Servics		-1,053.00
Bill Pmt -Check	09/12/2024	14400	Database Systems Corp.		-25.00
Bill Pmt -Check	09/12/2024	14401	John Chapman	Sept Wage	-75.00
Bill Pmt -Check	09/12/2024	14402	Karla Christensen	Sept. Wage	-75.00
Bill Pmt -Check	09/12/2024	14403	KASL Consulting Engineers	Distribution Project	-5,888.16
Bill Pmt -Check	09/12/2024	14404	Newterra Corporation, Inc	Agreed Monthly Paymnt - Ae...	-2,000.00
Bill Pmt -Check	09/12/2024	14405	Rocky Raymond	Sept Wage	-75.00
Bill Pmt -Check	09/12/2024	14406	Sierra Chemical Company		-1,146.98
Deposit	09/12/2024			Deposit	772.30
Deposit	09/13/2024			Deposit	1,157.94
Check	09/15/2024	dbit	Candi Bingham		-1,907.34
Check	09/15/2024	debit	Amazon		-97.42
Check	09/16/2024	debit	AT&T - Sewer	209 245-3984 701 9	-462.16
Deposit	09/16/2024			Deposit	346.00
Deposit	09/17/2024			Deposit	519.00
Deposit	09/17/2024			Deposit	159.28
Deposit	09/17/2024			Deposit	344.91
Check	09/18/2024	debit	Aces Waste Services, Inc.	1175	-131.44
Check	09/18/2024	debbit	Leslie Garrett		-1,077.87
Deposit	09/18/2024			Deposit	143.13
Deposit	09/19/2024			Deposit	733.44
Deposit	09/19/2024			Deposit	8,797.67
Check	09/20/2024	debit	Xero		-78.00
Deposit	09/20/2024			Deposit	1,106.56
Deposit	09/24/2024			Deposit	2,936.74
Deposit	09/24/2024			Deposit	987.19
Deposit	09/24/2024			Deposit	1,964.13
Deposit	09/24/2024			Deposit	202.48
Deposit	09/26/2024			Deposit	15,372.84
Check	09/27/2024	debit	RingCentral		-57.60
Deposit	09/27/2024			Deposit	635.40
Deposit	09/30/2024			Deposit	489.34
Total El Dorado Checking					37,405.90
Total Bank Accounts					37,405.90
<b>TOTAL</b>					<b>37,405.90</b>

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of September 30, 2024

Type	Date	Num	Name	Memo	Amount
<b>Bank Accounts</b>					
<b>El Dorado Checking</b>					
Check	08/01/2024		Candi Bingham		-1,907.34
Deposit	08/01/2024			Deposit	607.54
Deposit	08/01/2024			Deposit	798.43
Deposit	08/01/2024			Deposit	1,169.41
Check	08/02/2024		Hach Company		-758.94
Check	08/02/2024		Google Services		-129.60
Check	08/02/2024		GetStreamline		-63.00
Check	08/05/2024		RJPro		-274.00
Deposit	08/05/2024			Deposit	304.94
Check	08/06/2024		Staples		-10.65
Check	08/06/2024		Adobe PDF		-19.99
Deposit	08/06/2024			Deposit	292.00
Deposit	08/06/2024			Deposit	731.27
Deposit	08/06/2024			Deposit	350.62
Deposit	08/07/2024			Deposit	211.89
Deposit	08/08/2024			Deposit	13,092.16
Deposit	08/08/2024			Deposit	1,116.87
Check	08/09/2024		Aces Waste Services, Inc.	1175	-131.44
Check	08/09/2024		Leslie Garrett		-1,066.34
Check	08/12/2024		Staples		-214.84
Check	08/12/2024		Staples		-66.09
Deposit	08/12/2024			Deposit	674.81
Deposit	08/13/2024			Deposit	336.21
Deposit	08/13/2024			Deposit	170.86
Deposit	08/13/2024			Deposit	510.51
Check	08/14/2024		AT&T - Sewer	209 245-3984 701 9	-464.05
Deposit	08/14/2024			Deposit	779.94
Bill Pmt -Check	08/15/2024	14377	Amador Water Agency	30018	-15,000.00
Bill Pmt -Check	08/15/2024	14378	Anita Ebbinghausen	Wage - August 2024	-75.00
Bill Pmt -Check	08/15/2024	14379	Brent Stewart, P.E.		-1,000.00
Bill Pmt -Check	08/15/2024	14380	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	08/15/2024	14381	california Laboratory Services		-438.00
Bill Pmt -Check	08/15/2024	14382	Database Systems Corp.		-25.00
Bill Pmt -Check	08/15/2024	14383	Dustin Myer	Weed Clearing	-50.00
Bill Pmt -Check	08/15/2024	14384	Eric Rewitzer	Wage - August 2024	-75.00
Bill Pmt -Check	08/15/2024	14385	Gisele L. Wurzburger	Board Clerk - August 2024	-300.00
Bill Pmt -Check	08/15/2024	14386	John Chapman	Wage - August 2024	-75.00
Bill Pmt -Check	08/15/2024	14387	Karla Christensen	Wage - August 2024	-75.00
Bill Pmt -Check	08/15/2024	14388	KASL Consulting Engineers	Bid Openings, Addendums etc.	-2,368.68
Bill Pmt -Check	08/15/2024	14389	NV5, Inc.		-255.00
Bill Pmt -Check	08/15/2024	14390	Rocky Raymond	Wage - August 2024	-75.00
Bill Pmt -Check	08/15/2024	14391	Underground Service Alert		-300.00
Bill Pmt -Check	08/15/2024	14392	Valin		-356.08
Deposit	08/15/2024			Deposit	6,357.42
Check	08/15/2024		Candi Bingham		-1,907.34
Deposit	08/15/2024			Deposit	1,605.92
Deposit	08/16/2024			Deposit	152.08
Deposit	08/19/2024			Deposit	855.46
Deposit	08/20/2024			Deposit	180.00
Deposit	08/20/2024			Deposit	604.13
Deposit	08/20/2024			Deposit	1,606.78
Bill Pmt -Check	08/21/2024	14773	Newterra Corporation, Inc	Balance on Account per Agre...	-2,000.00
Deposit	08/21/2024			Deposit	977.49
Deposit	08/22/2024			Deposit	1,352.34
Deposit	08/22/2024			Deposit	8,101.49
Check	08/22/2024		Xero		-78.00
Check	08/22/2024		PG&E - Sewer	8721806002-5	-7,500.00
Check	08/22/2024		PG&E - Water	3357284549-4	-1,860.11
Check	08/22/2024		PG&E - Water 2	2458584137-2	-1,706.62
Check	08/22/2024		PG&E - Office/Town Hall	6898952032-2	-93.09
Check	08/22/2024		PG&E - Street Lights	7368064062-7	-263.34
Deposit	08/22/2024			Deposit	3,084.52
Deposit	08/23/2024			Deposit	1,011.90
Check	08/26/2024		Leslie Garrett		-1,077.87
Deposit	08/27/2024			Deposit	161.03
Deposit	08/28/2024			Deposit	167.38

*Ja*

## River Pines Department Report

August 2024

### Water Production/Sold

Well 2:	472,100 gallons	Total Produced:	1,494,963 gallons
Well 3R:	743,700 gallons	Total Sold:	1,044,341 gallons
Well 6R:	279,163 gallons	Unaccounted Loss:	30%

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### **Regulatory Compliance Specialist**

- Sending weekly reports to General Manager of completed work orders
- July monthly reporting completed
- July monthly reporting completed
- No Spill Report for July completed

### **Wastewater**

- Routine operation and maintenance
- Turned off irrigation due to pond level
- Influent flow 1,238,500 gallons. Effluent Discharged 383,200 gallons.

### **Water Treatment / Distribution**

- Routine sampling and maintenance
- Five (5) leak repairs

Staff Hours: 67 Water hrs.      42.5 Wastewater hrs.

**Prepared by:** Operations Department Staff

**Reviewed by:** Rick Ferreira, Operations and Engineering Manager

8b

## River Pines Department Report

September 2024

### Water Production/Sold

Well 2:	281,000 gallons	Total Produced:	1,102,521 gallons
Well 3R:	503,000 gallons	Total Sold:	802,872 gallons
Well 6R:	318,521 gallons	Unaccounted Loss:	27%

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### **Regulatory Compliance Specialist**

- Sending weekly reports to General Manager with completed work orders

### **Wastewater**

- Routine operation and maintenance
- Influent flow 965,400 gallons. Effluent Discharged 225,500 gallons.

### **Water Treatment / Distribution**

- Routine sampling and maintenance

### **Electrical**

- Staff repaired the #2 pump motor wiring at Slate Creek Lift Station

Staff Hours: 42 Water hrs.      60 Wastewater hrs.

**Prepared by:** Operations Department Staff

**Reviewed by:** Rick Ferreira, Operations and Engineering Manager



# RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave., PO BOX 70, River Pines, CA 95675  
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPUD@RPPUD.org

## AGENDA ITEM – 8b *cad*

### GENERAL MANAGER'S REPORT

#### For the Month of August/September 2024

- 1. Distribution Reimbursement** – received \$16,983.83 reimbursement. New disbursement request going to the state October 14.
- 2. Circle Tank Leak** – circle tank had a major leak. AWA had to dig down 10 plus feet to repair. Was located at the spigot and main line.
- 3. Spray Field Clearing** – this is being started Monday October 14. They are working with AWA supervisor to get this completed. FEMA would not extend the project and canceled funds stating they are out of funds. Contractor has agreed for the district to make 5 monthly payments. Total cost \$19,000. Spray fields are so overgrown, and this is much cheaper than bringing in the Pine Grove Camp (besides we can never get them scheduled).

1. Bank Deposits – Office Manager
2. Monthly Billing & Monthly Late Notices - GM
3. Monthly 48 Hour Notices – Office Manager
4. Agenda & Packets – Board Clerk and GM
5. Monitor Office Staff - GM
6. Liens and Releases – GM and Office Manager
7. Utility Demands – Office Manager



# RIVER PINES

## PUBLIC UTILITY DISTRICT

2900 Canyon Ave – P.O. Box 70 – River Pines, CA 95675  
(209) 245-6723  
[rppud@riverpinespubd.org](mailto:rppud@riverpinespubd.org)

DATE: October 16, 2024  
MEETING: Regular  
Attachments: No  
Subject: Distribution Project Update  
Item: 9a

**Information:** The District engineer, AWA and myself have been working together to put a reduced plan together for the state.

AWA was able to provide the most troubled areas (those that require ongoing repairs and repeated cost) to be included in the plan to help reduce district cost

River Pines was able to provide the expense of the current distribution system and where money may be lost and need to be fixed to help with revenue. Those areas included customer complaints (where ongoing leaks occur), water access that is not currently being metered and other areas where they have been ongoing concerns.

Engineer went through the previous plans, a current state budget and developed a reduced plan to send to the state. Reduced plan will be sent to the state this week. The engineer is waiting for me to go through the maps and make sure he has included every customer that is currently receiving water is included in the reduced scope of work.

The new scope of work is to include all new main lines on Circle and abandoning all current/old lines. All new main line to the customers and new meters with the location being in front of their house. A new Circle tank. Pressure reducing valves and new fire hydrants where new lines are being added.



**RIVER PINES**  
**PUBLIC UTILITY DISTRICT**

2900 Canyon Ave – P.O. Box 70 – River Pines, CA 95675  
(209) 245-6723  
[rppud@riverpinespud.org](mailto:rppud@riverpinespud.org)

DATE: October 16, 2024  
MEETING: Regular  
Attachments: Yes  
Subject: Audit Update  
Item: 9c

**Information:** I have been in the process of finding an auditor. I have an estimate from one which is attached. I have spoken to another, and he is also quoting me about \$20,000.

I have contacted the auditor that Pine Grove district uses and in our first conversation he stated is has all he can handle. He did state that if I couldn't find one, to give him a call back and he will see what he can do. I have left him a message. Hopefully I have an update by the meeting.





**C.J. Brown & Company CPAs**  
An Accountancy Corporation

Christopher J. Brown, CPA, CGMA  
Jonathan Abadesco, CPA  
Jeffrey Palmer

**Cypress Office:**  
10805 Holder Street, Suite 150  
Cypress, California 90630  
(657) 214-2307

**Riverside Office:**  
5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507  
(657) 214-2307

September 5, 2024

Ms. Candi Bingham, General Manager  
River Pines Public Utility District  
22900 Canyon Avenue  
River Pines, CA 95675

**Re: Cost Proposal for Professional Audit Services**

Dear Ms. Bingham:

Based on our understanding of the River Pines Public Utility District's (District) requirements, our fee for financial audit services at our discounted rates for the fiscal year ending June 30, 2021 is **\$16,000**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our fee for audit services for the fiscal years ending June 30, 2022, 2023, 2024 and 2025, would be **\$16,520, \$17,040, \$17,560, and \$18,080**, respectively.

Our estimate for out-of-pocket expenses may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services proposal for the fiscal years ending June 30, 2021, through 2025 are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for C.J. Brown & Company, CPAs and am duly authorized to sign a contract with the District.

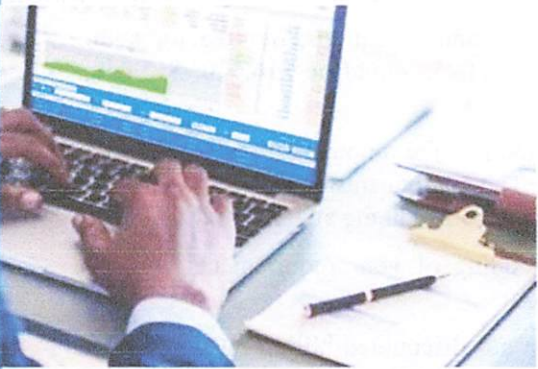
Christopher J. Brown, CPA, CGMA

September 5, 2024

Date



**Certified  
Public  
Accountants**



**Consultants  
& Advisors**



**RIVER PINES**  
PUBLIC UTILITY DISTRICT

## **Cost Proposal to Provide Professional Audit Services**

**For the Fiscal Years Ending  
June 30, 2021 through 2025**

**Christopher J. Brown CPA, CGMA  
Jonathan P. Abadesco, CPA**

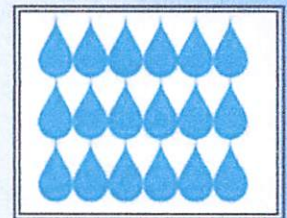
10805 Holder Street, Suite 150  
Cypress, California 90630

5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507

**Phone:** (657) 214-2307

**Email:** [chris@cjbrownepa.com](mailto:chris@cjbrownepa.com)  
[jonathan@cjbrownepa.com](mailto:jonathan@cjbrownepa.com)

California BOA License Number: 6529



**C.J. Brown & Company, CPAs  
An Accountancy Corporation**

## Exhibit II – Cost Proposal Schedule by Year

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### River Pines Public Utility District

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<u>By Fiscal Year</u>		<u>Audit Service Fees*</u>	<u>Out-of Pocket Costs**</u>	<u>Total Audit</u>
Fiscal Year 2021	\$	15,800	200	16,000
Fiscal Year 2022		16,320	200	16,520
Fiscal Year 2023		16,840	200	17,040
Fiscal Year 2024		17,360	200	17,560
Fiscal Year 2025		17,880	200	18,080
<b>Total</b>	\$	<u>84,200</u>	<u>1,000</u>	<u>85,200</u>

\* Professional audit services fees - labor only.

\*\* Estimate of Out-of-Pocket Costs consist of: Travel Mileage, Postage and Printing costs.

# Exhibit I – Proposed Hours and Our Fees

## Proposed Hours and Our Fees

We anticipate that, for the fiscal years ending June 30, 2021 through 2025, the audit of the District will require approximately 130 hours. These hours, by major area, are summarized as follows:

River Pines Public Utility District				
Audit Steps	Partner	Manager/ Supervisor	Staff	Total
Planning	6	4	8	18
Controls Testwork	2	8	24	34
Substantive Testwork	2	8	40	50
Reporting	10	10	8	28
	20	30	80	130

As shown above, we expect approximately 38% of engagement hours to come from the Partners and Managers assigned to the engagement.

Working on the premise that we will be provided with all documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Cost Proposal Schedule by Year on Page 3 for the fiscal years ending June 30, 2021 through 2025.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as, report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of the District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for at least seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees and Expenses on Pages 4 and 5 of this cost proposal.

We want the Board to understand that we will provide any assistance and answer any questions that the District's staff or members of the Board may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

## Exhibit III – Schedule of Professional Fees and Expenses, continued

<b>River Pines Public Utility District Fiscal Year 2024</b>
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**Breakdown of Fees by Hours**

	<b>Hours</b>	<b>Hourly Rates</b>	<b>Total</b>
<b>Fiscal Year 2024 Audit of:</b>			
District's Basic Financial Statements			
Partner - Engagement and Technical	20	\$ 192	\$ 3,840
Manager/Supervisor	30	152	4,560
Staff	80	112	8,960
<b>Total Financial Statement Audit for 2024</b>	<b>130</b>		<b>17,360</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>			<b>200</b>
<b>Total Maximum for 2024</b>			<b>\$ 17,560</b>

<b>River Pines Public Utility District Fiscal Year 2025</b>
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**Breakdown of Fees by Hours**

	<b>Hours</b>	<b>Hourly Rates</b>	<b>Total</b>
<b>Fiscal Year 2025 Audit of:</b>			
District's Basic Financial Statements			
Partner - Engagement and Technical	20	\$ 196	\$ 3,920
Manager/Supervisor	30	156	4,680
Staff	80	116	9,280
<b>Total Financial Statement Audit for 2025</b>	<b>130</b>		<b>17,880</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>			<b>200</b>
<b>Total Maximum for 2025</b>			<b>\$ 18,080</b>

## Exhibit III – Schedule of Professional Fees and Expenses

### River Pines Public Utility District Fiscal Year 2021

#### Breakdown of Fees by Hours

Fiscal Year 2021 Audit of:	Hours	Hourly Rates		Total
District's Basic Financial Statements				
Partner - Engagement and Technical	20	\$ 180	\$	3,600
Manager/Supervisor	30	140		4,200
Staff	80	100		8,000
<b>Total Financial Statement Audit for 2021</b>	<b>130</b>			<b>15,800</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>				<b>200</b>
<b>Total Maximum for 2021</b>			<b>\$</b>	<b>16,000</b>

### River Pines Public Utility District Fiscal Year 2022

#### Breakdown of Fees by Hours

Fiscal Year 2022 Audit of:	Hours	Hourly Rates		Total
District's Basic Financial Statements				
Partner - Engagement and Technical	20	\$ 184	\$	3,680
Manager/Supervisor	30	144		4,320
Staff	80	104		8,320
<b>Total Financial Statement Audit for 2022</b>	<b>130</b>			<b>16,320</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>				<b>200</b>
<b>Total Maximum for 2022</b>			<b>\$</b>	<b>16,520</b>

### River Pines Public Utility District Fiscal Year 2023

#### Breakdown of Fees by Hours

Fiscal Year 2023 Audit of:	Hours	Hourly Rates		Total
District's Basic Financial Statements				
Partner - Engagement and Technical	20	\$ 188	\$	3,760
Manager/Supervisor	30	148		4,440
Staff	80	108		8,640
<b>Total Financial Statement Audit for 2023</b>	<b>130</b>			<b>16,840</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>				<b>200</b>
<b>Total Maximum for 2023</b>			<b>\$</b>	<b>17,040</b>



**RIVER PINES**  
**PUBLIC UTILITY DISTRICT**

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[rppud@riverpinespud.org](mailto:rppud@riverpinespud.org)

DATE: October 16, 2024  
MEETING: Regular  
Attachments: No  
Subject: Audit Update  
Item: 9d

**Information:** Proposition 218 was mailed out to every property owner in mid-September. In the proposition letter there was a typo on the date of the public hearing. The date in the letter was November 6, 2025, with the new rate increase to go into effect January 1, 2025.

I sent out a letter to every property owner on October 11, 2024, correcting the public hearing date. This is five weeks before the public hearing and covers everything for Proposition 218.

Proposition 218 was posted in the Ledger Dispatch, on the district website with the correct Public Hearing date.

The rate increase public hearing is November 6, 2024, at 6:00 p.m. at the River Pines Town Hall. Per Proposition 218, all envelopes received were given to the District's Board Clerk to tally. Because they were given to the Board Clerk, they do not have to be opened and counted during the public hearing.

All ballots, per proposition 218 will be in the office for review after the public hearing.